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23 September 1959

MEMORANDUM FOR: Chief, Circulation Branch, CIA Library

SUBJECT : Responsibility for Procurement of Intelligence Publications

Document Division feels that paragraph 2b(1) of your proposed revision of memo on responsibility of procurement of intelligence publications should be changed to read as follows:

Servicing all documents requests requiring continuing distribution (e.g., series, documents on which periodic amendments and supplements are issued, etc.). Servicing requests for back issues will be undertaken by the Document Division only when the back issues are requested in combination with future issues. The Library will continue to be responsible for checking all document requests to ascertain whether or not the requested document is already being received by the Agency. The request form should be annotated to show completion of Library record check including standard distribution.

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OK for inclusion as a revision to memorandum for AD/CR for CIA Library dated 1957; subject: Clarification of OCR Responsibilities for Procurement of Intelligence Publications

LCC - 27 Oct. 59